



Tanggapan ng Kalihim
Office of the Secretary

JAN 07 2005

DepED MEMORANDUM
No. **3**, s. 2005

BASIC SCHOOL MANAGEMENT COURSE (BSMC)

To : Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. Pursuant to DepED Order No. 85, s. 2003, the National Educators Academy of the Philippines (NEAP) and the Staff Development Division-Human Resource Development Service (SDD-HRDS) announce the continuation of the Basic School Management Course on the following dates and venues:

Batches	Dates	Venue
Special Batch (Region XI) Regular Batch	January 19-28, 2005 February 16-25, 2005	RELC, Davao City NEAP, Teachers Camp, Baguio City
Special Batch (Region X) Regular Batch	March 9-18, 2005 April 6-15, 2005	RELC, Cagayan de Oro City NEAP, Teachers Camp, Baguio City
Regular Batch	April 27-May 6, 2005	NEAP, Teachers Camp, Baguio City
Regular Batch	May 18-27, 2005	NEAP, Teachers Camp, Baguio City
Special Batch (Region VII) Regular Batch	June 22-July 1, 2005 July 20-29, 2005	ECOTECH Center, Lahug, Cebu City NEAP, Teachers Camp, Baguio City
Special Batch (Region VIII)	August 17-26, 2005	RELC, Candahug, Palo Leyte
Special Batch (Region V) Regular Batch	September 7-16, 2005 October 5-14, 2005	RELC, Rawis, Legaspi City NEAP, Teachers Camp, Baguio City
Special Batch (Region IX) Regular Batch	November 9-18, 2005 December 7-16, 2005	Top Plaza Hotel, Dipolog City NEAP, Teachers Camp, Baguio City

2. The course is designed to equip master teachers, head teachers, TICs and other aspirants with the personal and professional knowledge, skills and attitude and competencies in school management and instructional leadership in the context of R.A. No. 9155 and the Restructured Basic Education Curriculum.

3. The course shall be offered regularly as stated in the above schedules and venues of this. However, other requests of the regions and divisions for special batches shall be

accommodated and that the schedules and venues of these sessions shall be announced in later memoranda.

4. Participants in Special Batches are those who were officially indorsed in advance to the National Educators Academy of the Philippines (NEAP) and the Staff Development Division-Human Resource Development Service (SDD-HRDS) by their Schools Division Superintendents and Regional Directors.

5. Each participant will be charged a registration fee of Seven Thousand Pesos (PhP7,000.00) to defray expenses for board of the participants, supplies and materials, handouts, reference materials, honoraria of resource persons, facilitators and staff, and other related training expenses. The requesting division or region shall source out funds through local school board, local government assistance, or local funds.

6. Expenses for the lodging of the participants, facilitators, staff and resource persons, as well as the board, transportation and per diem of resource persons, facilitators and staff, course kits, supplies and materials and function room rentals shall be drawn from the Training and Development Funds of SDD-HRDS. All other expenses incidental to this course for regular and special batches shall be drawn from the Training and Development Funds of SDD-HRDS, subject to the usual accounting and auditing rules and regulations.

7. The participants are allowed to attend on **official business**, hence their registration fees and travel expenses including per diems one day before and after the course shall be charged against local/school board funds.

8. The participants should report to the training venue in the afternoon of the day before the start of the course for registration, orientation and initial assessment, otherwise they shall not be allowed to proceed with the course.

9. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Reference:

DepED Memorandum: No. 322, s. 2004

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
SCHOOLS
TEACHERS
TRAINING PROGRAMS